

# MARYLAND AMERICORPS CONCEPT PAPER OUTLINE

The deadline for submission is **October 16, 2015, at 5:00 pm EST**. Applications must be submitted via one single emailed PDF document to [Jeffrey.griffin@maryland.gov](mailto:Jeffrey.griffin@maryland.gov). The Concept Paper must be typed and follow the style format of this document (left justified, one inch margins, TNR 12 point font, numbered pages). Attach the Concept Paper to an email with this subject line: 2016 AmeriCorps Concept Paper. Use this naming convention for the single PDF attachment: <Name of Legal Applicant Concept Paper>. Late Concept Papers will not be considered.

Type your answers directly into the Concept Paper outline. Do not delete the original outline, questions, etc. You may find a Word document (version 1997 – 2003) with the Concept Paper elements (I – V) at [GOSV.maryland.gov](http://GOSV.maryland.gov). Page limits are indicated at each element below.

## I. MARYLAND AMERICORPS CONCEPT PAPER COVER SHEET (1 page limit)

<b>Name of Legal Applicant (organization, parent company, etc.)</b>	
<b>Address</b>	
<b>Website</b>	
<b>Executive Director</b>	
<b>Executive Director Phone</b>	
<b>Executive Director Email</b>	
<b>Contact for Concept Paper Review Process (if different than above)</b>	
<b>Contact Phone</b>	
<b>Contact Email</b>	
<b>Federal Identification Number/EIN</b>	
<b>DUNS Number</b>	
<b>SAM Registration</b> (Specify Expiration Date)	
<b>Areas Affected by the Project</b> (Provide name of specific city, county, or region, or identify project as state-wide)	
<b>Delinquent on Any Federal Debt</b>	Yes/No
	If yes, provide an explanation:
<b>Name of Proposed AmeriCorps Program (if different than Legal Applicant)</b>	
<b>Identify <u>One</u> National Priority Area Addressed in Proposal</b> (listed on pages 7 – 8 above; select only one issue area)	

## **II. NARRATIVES (4 page limit – includes outline)**

**A. Community Need/Problem:** On what community problem(s) will you be working? What is the target community you will serve? Provide a brief summary of specific evidence to support the need for your proposed AmeriCorps program.

**B. AmeriCorps Member Service/Solution:** Describe the structure of the proposed AmeriCorps program. Explain how this program will offer a new or expanded solution to the identified community problem. Include details on the number of AmeriCorps member positions requested, the locations of the members' service, and the types of direct services to be performed. Be sure to explain the connection between the community need identified in the section above and the members' direct service.

**C. Program Management:** Describe how the legal applicant will oversee an effective program. Describe how AmeriCorps members will be recruited, selected, trained, and supervised throughout their terms of service. Describe how the program will ensure that it operates in accordance with all AmeriCorps regulations. If applicable, identify service sites, and describe site supervisor training and monitoring plan.

**D. Organizational Capability:** Provide a description of the legal applicant's institutional capacity to operate or coordinate a program comparable to that proposed. Include the agency's budget total, number of staff, and brief descriptions of agency programs and operations. Describe the plan to raise the required matching funds for the AmeriCorps grant, and list the partner organizations that will be involved with the program.

**E. Organizational Track Record:** Briefly describe your expertise and accomplishment in the program activities you propose for the AmeriCorps program.

Have you ever received support from the Corporation for National and Community Service (CNCS)? Support is defined as a director grant or placement of AmeriCorps members. If so, please specify the date(s) received, type, and amount of support (e.g. grant amount, number of VISTA placements). If you currently receive funding, what percentage of your total budget comes from CNCS?

For any type of current AmeriCorps grantee, sub-grantee, or service site (of the GOSV, National, etc.), provide a summary of your program results to date. Specifically, provide the total number of AmeriCorps members you have managed (in and/or outside of Maryland), the number of citizens you have served, and the number of service sites you have worked with since your program's inception (in and/or outside of Maryland). In addition, provide a brief description of your measurable outcomes to date that answer this question: what has changed as a result of your work? It will be most important to reflect significant community impact here (i.e. do not provide a list of activities or outputs without any indication of significant change in the community or target population).

### III. PERFORMANCE MANAGEMENT WORKSHEET (3 page limit – includes outline)

AmeriCorps members and programs must produce measurable and tangible results to address community problems within the program or grant year. In the worksheet below, provide a summary of the primary outcome of the AmeriCorps member service you described in your narrative. This information should provide a clear link to the community need and AmeriCorps member direct service described in the narrative.

<b>PERFORMANCE MANAGEMENT WORKSHEET</b>
Type your answers into the blank row following each question. This completed worksheet must not exceed three pages; the three page limit includes the outline/instructions below. Do not delete the outline/instructions. Maintain TNR 12 point font throughout the document.
<b><u>Primary</u> Service Activity of AmeriCorps Members</b>
What is the ONE major focus of effort for the AmeriCorps member positions you are requesting (e.g. tutoring, environmental education, <i>or</i> delivering meals)?
<b>Program Design</b>
What is the title of the requested AmeriCorps member positions?
How many AmeriCorps members would be participating in this activity?
How many days per week (on average) would this activity occur?
How many hours per day (on average) would this activity occur?
What is the proposed start date for this activity?
What is the proposed end date for this activity?
Who are the clients/recipients of the AmeriCorps member service (e.g. senior citizens at Hampden Senior Center, fifth grade students at Rockledge Elementary School)? How many clients would be served? For the number of clients served, provide a specific number or range.

<b>Program Logic Model</b>
What are your <u>inputs</u> ? Inputs are the resources and materials you will use to provide your activities (e.g. number of AmeriCorps members and number of service sites or communities where the work will occur).
What are your <u>outputs</u> ? Outputs are the amount of activity provided, described in quantifiable terms (e.g. 25 students tutored each semester, 500 students educated on environmental stewardship, 3,000 meals delivered to homebound seniors). <b>Include at least one output from the CNCS National Performance Measures.*</b>
What are the <u>outcomes</u> of your <b>PRIMARY</b> service activity? Outcomes are characteristics of recipients/beneficiaries of service that are expected to change as a result of the AmeriCorps members' service activity. Short-term outcomes are changes in awareness or knowledge (e.g. improved reading skills, increased awareness of environmental issues); long-term outcomes are changes in behavior, global changes, or community impacts (e.g., increased high school graduation rates as a result of improved academic skills or stronger communities as a result of long-time residents staying in their homes). You must provide at least one outcome of your primary service activity that is achievable and measurable within the AmeriCorps grant year. <b>Include at least one outcome from the CNCS National Performance Measures.*</b>
<b>Program Performance Measurement</b>
What evaluation tools would you use to measure the results of the member service?
When would the evaluation tools be administered?
Who would create and administer the evaluation tools, and then collect and analyze the data? Identify by name, job title, and organization (if different than Legal Applicant for the Concept Paper).

**\*Information on the National Performance Measures can be found at <http://www.nationalservice.gov/documents/main-menu/2015/2016-performance-measure-instructions>**

## BUDGET WORKSHEET (2 page limit – includes outline)

Complete the following simplified worksheet to illustrate the funding necessary to complete your proposed AmeriCorps program. You do not need to provide line item detail in this worksheet; simply estimate the amount of federal AmeriCorps funds you would request and the amount of matching funds you would commit should you be invited to submit a full AmeriCorps grant application. Be sure to carefully check your math on each row and in your total columns. Note that there is a minimum requirement of 10 MSYs (i.e. 10 positions that are identified as full-time, or 1,700 hours, for the term of one program year). The maximum allowable amount of federal AmeriCorps funds requested per MSY is \$13,730 (as of date of posting and subject to change in 2016).

### AMERICORPS CONCEPT PAPER BUDGET WORKSHEET

<b>SECTION I: PROGRAM OPERATING COSTS</b>			
<b>Budget Item</b>	<b>AmeriCorps Funds Requested</b>	<b>Match Funds Proposed</b>	<b>Total Budget Proposed</b>
Personnel – salary, fringe			
Staff travel			
AmeriCorps member training			
Evaluation			
Program support (office supplies, printing, etc.)			
Sub-total Section I	\$	\$	\$
<b>SECTION II: MEMBER COSTS</b>			
<b>Living Allowance Amount and Number of Members Requested:</b>	<b>AmeriCorps Funds Requested</b>	<b>Match Funds Proposed</b>	<b>Total Budget Proposed</b>
Full-time (1,700 hours/year) = 1 MSY  Provide amount of living allowance x number of members			
Half-time (900 hours/year) = .5 MSY			

Provide amount of living allowance x number of members			
Other: identify type of position  Provide amount of living allowance x number of members			
Sub-total Section II	\$	\$	\$
<b>SECTION III: INDIRECT COSTS</b>			
	<b>AmeriCorps Funds Requested</b>	<b>Match Funds Proposed</b>	<b>Total Budget Proposed</b>
<i>Limit AmeriCorps Funds to 5% of Total Budget</i>			
<b>TOTAL ALL SECTIONS</b>	\$	\$  <b>Match must be at least 24% of total.</b>	\$

<b>COST PER MSY</b>	<p>\$</p> <p><b>Cost Per MSY = Total AmeriCorps Funds Requested Divided by Total MSYs Requested</b></p> <p><i>Do not exceed maximum allowable cost per MSY.</i></p>
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<b>SOURCE OF MATCH FUNDS PROPOSED</b>	<b>AMOUNT AND TYPE OF MATCH:  GOVERNMENT, PRIVATE GIVING, PRIVATE FOUNDATION, CORPORATE, OTHER (SPECIFY)</b>
<i>Example:</i> ABC Foundation	\$15,000 Private Foundation
<b>TOTAL MATCH</b>	<p>\$</p> <p><b>Amount here must be the same as Total Match Funds Proposed above.</b></p>

#### **IV. ORGANIZATIONAL CHART (1 page limit)**

Attach a one-page organizational chart that includes the job title and first and last names of all staff who will be involved with the proposed AmeriCorps program. Be sure that your chart indicates the Legal Applicant's organizational structure in its entirety and that it includes the placement of the AmeriCorps program staff within that structure. Provide a clear title or header on the document that identifies it as an element of the 2016 Maryland AmeriCorps Concept Paper.

#### **V. ACKNOWLEDGEMENT OF TERMS (1 page limit)**

Submit this list of acknowledgements along with the signature as part of the Concept Paper PDF email by the deadline.

With the submission of the AmeriCorps Concept Paper, I understand that:

- the Concept Paper serves two functions: (1) it is a planning tool to help organizations explore several key AmeriCorps program elements without the burden of submitting a full application online (which requires a minimum of 40 staff hours); and (2) it is a screening tool for the GOSV to use to quickly assess the viability of applicants for AmeriCorps program funding competition;
- the GOSV's review criteria are published in the Concept Paper instructions;
- details on national AmeriCorps funding priorities and program requirements are published online ([www.nationalservice.gov](http://www.nationalservice.gov));
- a summary of all applicants will be published on the GOSV's website and distributed to funders and other stakeholders following the announcement of final decisions; this summary will include the name and address of the legal applicant and a brief description of the proposed AmeriCorps program;
- the submission of a Concept Paper does not guarantee that the applicant will be invited to submit a full grant application;
- the submission of a Concept Paper or grant application does not guarantee that the applicant will receive funding;
- the GOSV will correspond with the identified Concept Paper Contact via email;
- the Concept Paper review decisions are final;
- the GOSV staff, in general, do not schedule one-on-one meetings with applicants regarding their submissions (prior to submission or after the final decisions have been announced);
- the GOSV will provide a brief summary of application's strengths and challenges no later than 90 business days following the announcement of the final Concept Paper review decisions.

I understand and agree to these terms:

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Signature of Legal Applicant Contact or Executive Director/Date